

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



MEMORANDUM

To: All Staff

From: Audrey L. Sutton, Deputy Director, Program Operations

Date: November 28, 2007

Re: Transition Interviews for Youth in Care

The Child and Family Services Agency (CFSA), through the Office of Youth Development (OYD), provides resources to assist youth in out-of-home care in making a successful transition to adulthood. The purpose of the transition interview is to obtain information on youth (ages 18 to 21) transitioning out of foster care to determine outcomes and identify service needs for youth.

This memorandum serves to inform CFSA staff and contracted agency staff of the procedures for completing the transition interview. If you have any questions about this memorandum, please contact the Aftercare Specialist in the Center of Keys for Life (CKL).

The General Requirements

1. A transition interview shall be:
 - § Conducted for every youth that transitions from foster care.
 - § Completed 30 days prior to the youth transitioning from foster care.
 - § Completed by the youth on the computer using the "Survey Monkey" instrument.
2. To access the Survey Monkey" instrument please go to:
http://www.surveymonkey.com/s.aspx?sm=cAqoaytgMZvmeyTSHsNVeQ_3d_3d
3. The assigned social worker shall complete the transition interview for youth that are unwilling or unable to participate.
4. The social worker shall notify the Aftercare Specialist in CKL once the transition interview has been completed.
5. Upon completion of the transition interview, the youth will receive a voucher to obtain a transitional care package from the Aftercare Specialist in CKL.